SONY

3-866-532-11 (1)

IC Recorder

Operating Instructions

VOICE FILE

ICD-R100/R100PC

©1999 by Sony Corporation

Sony online http://www.world.sony.com/

Sony Corporation Printed on recycled paper Printed in Japan

Owner's Record

The model number is located at the rear and the serial number is located inside the battery compartment. Record the serial number in the space provided below. Refer to these numbers whenever you call upon your Sony dealer regarding this product.

Model No. ICD-R100 Serial No. _____

INFORMATION

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications.

However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

You are cautioned that any changes or modifications not expressly approved in this manual could void your authority to operate this equipment.

Declaration of Conformity

Trade Name:	SONY
Model No.:	ICD-R100
Responsible Party:	Sony Electronics Inc.
Address:	1 Sony Drive, Park Ridge, NJ.07656 USA
Telephone No.:	201-930-6970

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

Table of Contents

What is the ICD-R100 IC recorder? 4
Features 5

Getting Started

Step 1: Installing the Battery 6
Step 2: Setting the Clock 8

Basic Operations

Recording Messages 10
Playing Back Messages 14
Erasing Messages 18

Various Ways of Recording

Starting Recording Automatically in Response to the Sound
— Advanced VOR function 20
Adding a Recording to a Previously Recorded Message 21
Recording with an External Microphone or Other Equipment 22

Other Functions

Adjusting the Playback Speed 23
Dividing a Message into Two/Combining Messages
— Index Function 24
Moving Messages to a Different File
— Move Function 27
Playing Back a Message at a Desired Time with an Alarm 28
Preventing Accidental Operation — HOLD function 33
Selecting the Display Mode 34
Selecting the Recording Mode 35
Turning off the Beep Sound 36
Playing Back All Messages in a File Continuously 38

Additional Information

Precautions 39
Troubleshooting 40
Index to Parts and Controls 42
Menu map 44
Index 46
Specifications 47

For ICD-R100PC

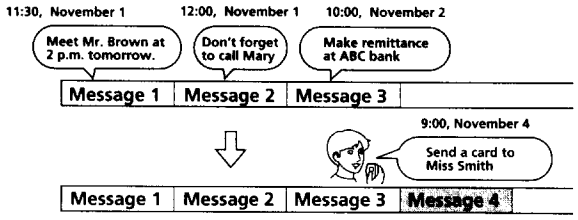
Please read the instruction manual of "ICD-PCLINK Software" for PC Link operations.

What is the ICD-R100 IC recorder?

The ICD-R100 IC recorder enables you to record and play back oral messages in the built-in IC memory.

● Recording

When a new message is recorded, it is automatically added after the last recorded messages.
Unlike with tape recorders, you do not need to worry about recording over previously recorded messages by mistake.
Since you do not need to search for the end of the last recording, you can start recording quickly whenever you wish.

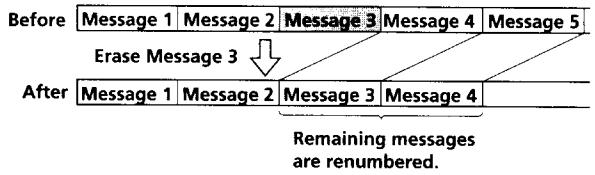


● Playback

With this IC recorder, you can quickly locate the message you want to play back.
Reviewing the current recording is also very easy.

● Erasing

You can quickly erase unwanted messages with an easy operation. When a message is erased, the next message automatically advances, leaving no blank space.



Features

- **64 minutes (SP)/150 minutes (LP) recording time**
  This unit is suitable for recording long meetings or lectures.

- **Possible of recording up to 99 messages in each of two files**

- **Alarm function (page 28)**
  You can start playing back a desired message with an alarm on a desired date and time. You can use this function to remind you of the time of the meeting, etc.

- **Index function (page 24)**
  You can add an index at the desired point during recording or playback to divide a message into two. You can access easily the point where you added an index during playback of a long recording such as of a meeting.
  You j n also combine messages by erasing the index.

- **Playback speed control (page 23)**
  You can play back messages rapidly (Fast playback)* or slowly (Slow playback)*. This is useful when playing back a long recording such as a meeting.
  * Fast playback: +30% in LP mode or +20% in SP mode
    Slow playback: –15%

- **Advanced VOR function (page 20)**

- **Adding a recording to a previously recorded message (page 21)**
  You can add a recording to the message being played back to count as one message.

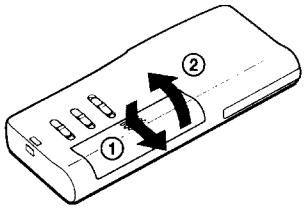
- **External microphone jack (page 22)**

- **LCD window with back light (page 43)**

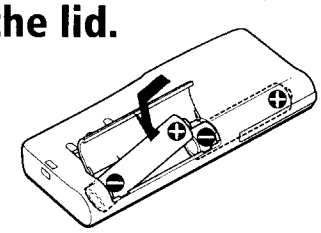
- **Using the files with a personal computer (ICD-R100PC only)**
  You can transfer the messages recorded in the ICD-R100 IC recorder to the computer with the ICD-PCLINK Software (supplied to the ICD-R100PC only). See the instruction manual of the "ICD-PCLINK Software" for details.

Step 1: Installing the Battery

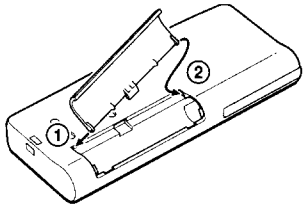
1 Slide and lift the battery compartment lid.



2 Insert two size AAA (LR03) alkaline batteries with correct polarity, and close the lid.



If the battery compartment lid is accidentally detached, attach it as illustrated.



Clock setting display appears when you insert batteries for the first time, or when you insert batteries after the unit has been without batteries for a certain period of time. Please refer to Steps 2 to 4 in "Step 2: Setting the Clock" on pages 8 and 9 to set the date and time.

Replacing the batteries

The battery indicator on the display window shows the battery condition as follows:

New batteries | **Weak batteries** | **Batteries are exhausted. The unit will stop operation.**

When is displayed, replace the batteries with new ones.

Battery life*

With continuous use, approx. 19 hours recording/10 hours playback

* Using Sony alkaline batteries LR03 (SG)
* When playing back through the internal speaker with VOL control at around 4

The battery life may shorten depending on the operation of the unit.

Notes

- Do not use manganese batteries for this unit.
- When you replace the batteries, insert the new ones within 3 minutes after you removed the exhausted ones. Otherwise, the display may show the clock setting display or incorrect date and time when you reinsert the batteries. In this case, set the date and time again.
  The recorded messages, however, will remain.
- When replacing the batteries, be sure to replace both batteries with new ones.
- Do not charge dry batteries.
- When you are not going to use the unit for a long time, remove the batteries to prevent damage from battery leakage and corrosion.

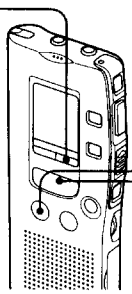
Step 2: Setting the Clock

Clock setting display appears when you insert battery for the first time, or when you insert battery after the unit has been without battery for a certain period of time. In this case, proceed from step 2.

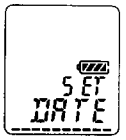
1 Display the clock setting display.

① **Press MENU to enter the menu mode.***

* The "ALARM" display may appear instead of the "MODE" display (see page 44).



② **Press ⏮ once to display "SET DATE".**

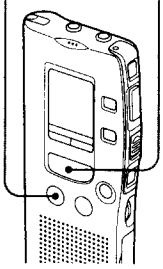


③ **Press ▶ PLAY/STOP.**
The year digits will flash.

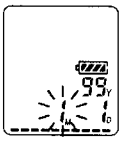
2 Set the date.

① **Press ⏮ or ⏭ to select the digits of the year.**

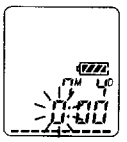
Tip
This unit's clock system supports the Year 2000 indication. To set the date to Year 2000, display "00Y".



② **Press ▶ PLAY/STOP.**
The month digits will flash.

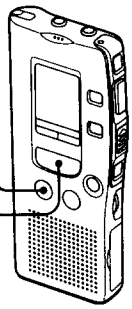


③ **Set the month and day in sequence, then press ▶ PLAY/STOP.**
The hour digits will flash.



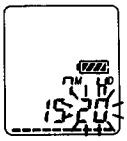
3 Set the time.

① **Press ⏮ or ⏭ to select the digits of the hour.**

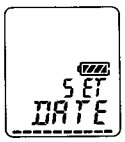


② **Press ►PLAY/STOP.**
The minute digits will flash.

③ **Set the minute.**

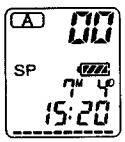


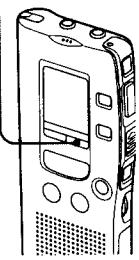
④ **Press ►PLAY/STOP at the time signal.**
The display will return to "SET DATE".



4 Exit from the menu mode.

Press MENU.





Recording Messages

You can record up to 99 messages in each file (A and B).
Since a newly recorded message is automatically added behind the last recorded message, you can start recording quickly without searching for the end of the last recording.

e.g.

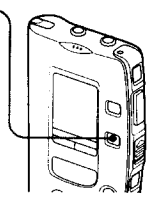
Message 1	Message 2	Newly recorded message	Blank space

Note

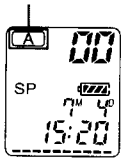
Before making a long recording, be sure to insert new batteries and check the battery indicator (page 7).

1 Select the file.

Press FILE to display "A" or "B".

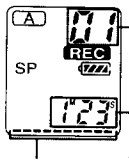


Current file



2 Start recording.

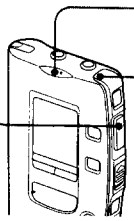
① Press ●REC/STOP.



Current message number

Remaining memory indicator

Counter display*



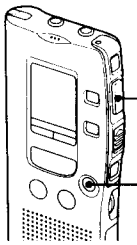
② Speak to the built-in microphone.

OPR indicator (lights in red during recording.)

* The display selected with the DISPLAY button (page 34) appears.

You do not need to keep pressing ●REC/STOP while recording.

3 Stop recording.

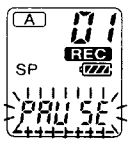


If you do not change the file after you stop recording, the next time you record you will record in the same file.

To stop recording

You can also stop recording by pressing ■STOP instead of ●REC/STOP.

To pause recording

To	Do this
pause recording*	Press ❚❚PAUSE. During recording pause, the OPR indicator flashes in red and "PAUSE" flashes in the display window. 
release pause and resume recording	Press ❚❚PAUSE or ●REC/STOP. Recording resumes from that point. (To stop recording after pausing recording, press ■STOP.)

* 15 minutes after you pause recording, recording pause is automatically released and the unit goes into the stop mode.

Continued

Note on recording

Noise may be recorded if an object, such as your finger, etc., accidentally rubs or scratches the unit during recording.

To listen to the current recording

Press ●REC/STOP or ■STOPto stop recording, then press ►PLAY/STOP.

To review the current recording instantly

Press ►PLAY/STOP during recording.

To select the microphone sensitivity

You can select the microphone sensitivity by switching the MIC SENS selector on the rear of the unit.
H (high): To record at meeting or in a quiet and/or spacious place.
L (low): To record for dictation or in a noisy place.

Recording with an external microphone or from other equipment

See page 22.

To monitor the recording

Connect an earphone or headphones (not supplied) to the EAR jack. You can adjust the volume with the VOL control, but the recording level is fixed.

Note

If you turn up the volume excessively or place the earphone near the microphone while monitoring recording, the microphone may pick up the sound from the earphone, causing acoustic feedback (howling sound).

Maximum recording time

You can record for up to 64 minutes in SP (standard play) mode and 150 minutes in LP (long play) mode. If you record messages in a mixture of SP and LP modes, the recordable time varies from 64 to 150 minutes.
The unit is factory-set to SP mode. To change the recording mode, see page 35.
You can check the remaining amount of recording time by selecting the remaining recording time display mode. See page 34.

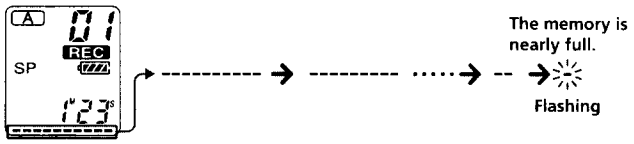
Notes

Due to the limitation of the IC recording system, this unit records in the minimum recording unit of approx. 4 seconds in SP mode (approx. 10 seconds in LP mode), therefore the following symptoms may occur.

- When a message is shorter than the minimum recording unit, it is still counted as approx. 4 seconds (or approx. 10 seconds) so the remaining recording time will decrease by more than the actual length of the message.
- When the message is longer than the minimum recording unit, the remaining recording time will decrease by more than the actual length of the message if it cannot be divided by the minimum recording unit without a remainder.
- The sum of the number on the counter (elapsed recording time) and the remaining recording time may be less than the unit's maximum recording time (64 minutes in SP mode and 150 minutes in LP mode).

Remaining memory indication

During recording, the remaining memory indicator decreases one by one.



When the remaining time of recording reaches 5 minutes, the last one of the indication flashes. When the remaining time of recording reaches 1 minute, the selected display mode (page 34) and "REMAIN" will flash one after the other in the display window. When the memory is full, recording automatically stops and "END" will flash in the display window with an alarm sound. To continue recording, first erase some of the messages (page 18).

Notes

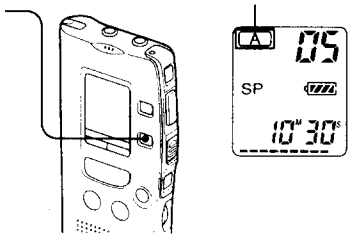
- If you press ●REC/STOP when the memory is full, "END" will flash with an alarm sound. Erase some of the messages before you start recording again. (Page 18)
- If you press ●REC/STOP after you have recorded 99 messages, "END" will flash with an alarm sound. Select another file or erase some of the messages. (Page 18)

Playing Back Messages

When playing back a previously recorded message, start from Step 1. When playing back a message you have just finished recording, start from Step 3.

1 Select the file.

Press FILE to display "A" or "B".

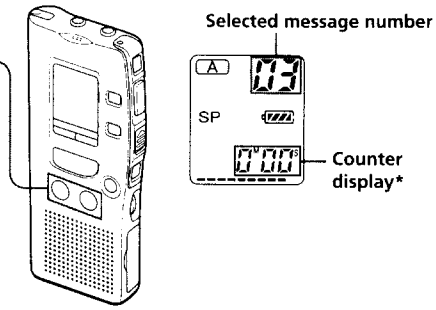


2 Select the message number.

Press ⏮ or ⏭ to display the desired message number.

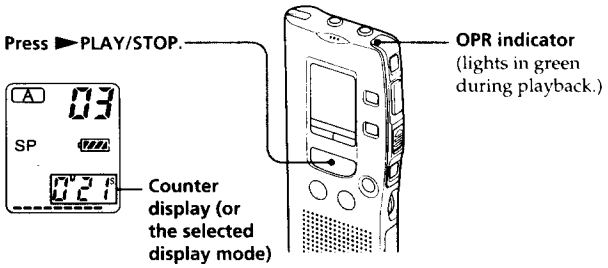
⏮: for smaller message number

⏭: for larger message number



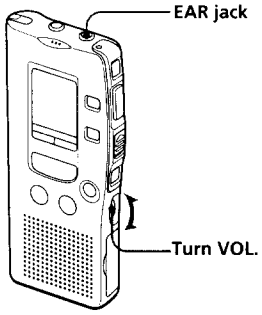
* The display selected with the DISPLAY button (page 34) appears.

3 Start playback.



After playing back one message, the unit stops at the beginning of the next message.
When the last message on a file has been played back, the unit stops at the beginning of the last message.

4 Adjust the volume.



For private listening
Connect an earphone or headphones (not supplied) to the EAR jack. The built-in speaker will be automatically disconnected. If you plug in headphones, you will get monaural output from both left and right channels.

Continued

To stop playback

To	Do this
stop at the beginning of the current message	Press ■STOP.
stop at the current position (Playback Pause function)*	Press ►PLAY/STOP. To resume playback from that point, press ►PLAY/STOP again.

* You can also pause playback by pressing ❚❚PAUSE instead of ►PLAY/STOP. The OPR indicator will flash in green. After 15 minutes, the unit goes in to the stop mode at the current position

Other operations

To	Do this
go back to the beginning of the current message	Press I◄◄ once.
go back to previous messages	Press I◄◄ repeatedly. (During stop mode, keep the button pressed to skip the messages continuously.)
skip to the next message	Press ►►I once.
skip to the succeeding messages	Press ►►I repeatedly. (During stop mode, keep the button pressed to skip the messages continuously.)

Searching forward/backward during playback (Cue/Review)

To search forward, keep ►►I pressed during playback and release the button at the point you wish to resume playback.
To search backward, keep I◄◄ pressed during playback and release the button at the point you wish to resume playback.

If you keep ►►I or I◄◄ pressed for more than 10 seconds, the unit starts to search at higher speed.

For the first 10 seconds of cue/review, fast playback sound can be heard. When searching at a higher speed, playback sound will not be heard. During cue/review, the counter will be displayed, regardless of the display mode setting (page 34).

☞ ***Tip***

When fast playback is done to the end of the last message, "END" flashes for 3 seconds and the OPR indicator lights up in green. (You cannot hear the playback sound.) If you keep ⏮ pressed while "END" is flashing, the messages are played back rapidly, and normal playback will start at the point you release the button.
When "END" stops flashing and the OPR indicator goes off, the unit will stop at the beginning of the last message.

If the last message is long and you wish to start playback at a later part of the message, keep ⏭ pressed to play back the messsage to the end and then press ⏮ while "END" is flashing to go back to the desired point . (For messages other than the last one, go to the beginning of the next message and play backward to the desired point.)

Playing back a message repeatedly — Repeat Play

During playback, press ►PLAY/STOP for more than one second.
"↻" will be displayed and the selected message will be played back repeatedly.
To resume normal playback, press ►PLAY/STOP again. To stop playback, press ■STOP.

Playing the beginning of each message — Scanning Play

During stop mode, press ►PLAY/STOP for more than one second.
"SCAN" will be displayed in the display window and the first 5 seconds of each message in the selected file will be played back.
When you find the desired message, press ►PLAY/STOP. The message will be played back until the end.

Playing back all messages in a file continuously — Continuous Play

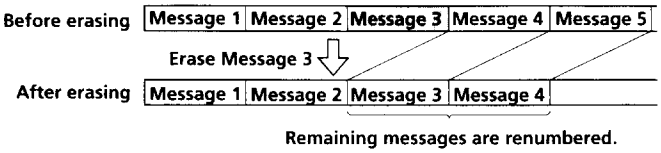
See page 38.

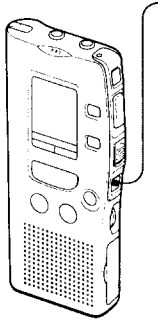
Erasing Messages

You can erase the recorded messages one by one or all messages in a file at a time.
Note that once a recording has been erased, you cannot retrieve it.

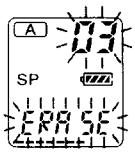
Erasing messages one by one

When a message is erased, the remaining messages will advance and renumbered so that there will be no space between messages.

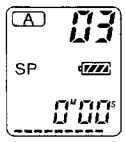




① **Press ERASE while playing back the message you want to erase or press ERASE for more than 1 second during stop mode.**
A beep will sound and the message number and "ERASE" will flash while the first and last 5 seconds of the message is played back 10 times.



② **Press ERASE while the message is being played back.**
The message is erased and the remaining messages will be renumbered. (For example, if you erase Message 3, Message 4 will be renumbered as Message 3. When erasing is completed, the unit will stop at the beginning of the following message.)



To cancel erasing

Press ■STOP before step ②.

To erase other messages

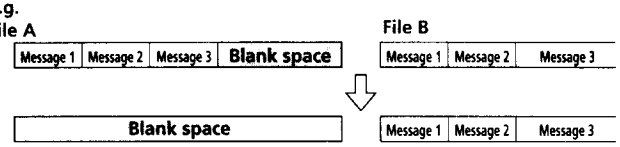
Repeat steps ① and ②.

To erase a message partially

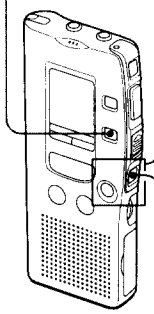
First divide the message by adding an index (see page 24) and then follow the steps on page 18 to erase the message.

Erasing all messages in a file

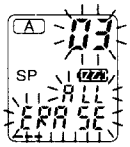
e.g.



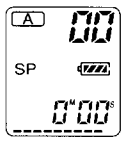
① **Press FILE to select the file you want to erase.**



② **While pressing ■STOP, press ERASE for more than 1 second.**
"ALL ERASE" will flash for 10 seconds.



③ **While the display is flashing, press ERASE.**

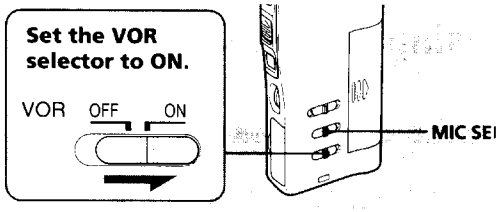


To cancel erasing

Press ■STOP before step ③.

Starting Recording Automatically in Response to the Sound — Advanced VOR function

When VOR (voice operated recording) function is set to on, recording starts when the recorder detects sound and stops when no sound is hea



When you record messages with VOR set to ON, the recording pauses when no sound is detected, and "VOR PAUSE" appears on the display window.

To cancel VOR

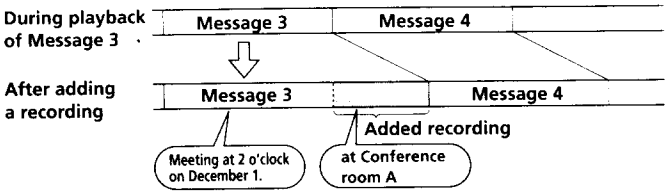
Set the VOR selector to OFF.

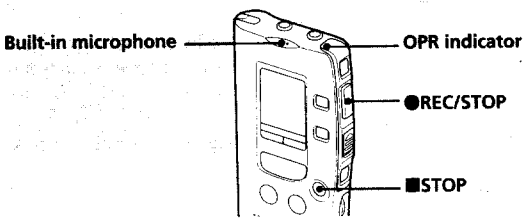
Note

VOR function is affected by the sound around you. Set the MIC SENS select to either H or L (see page 12). If recording is not satisfactory after you have changed the microphone sensitivity, or for important recording, set the VOR selector to OFF.

Adding a Recording to a Previously Recorded Message

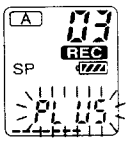
You can add a recording to the message being played back.
The added recording will be placed after the current message and counted as a part of the message.





1 **During playback, press ●REC/STOP for more than 1 second.**

The REC indicator appears and "PLUS" flashes three times on the display window.
The OPR indicator will turn red.
The new recording will be added at the end of the current message.



2 **Press ●REC/STOP or ■STOP to stop the recording.**

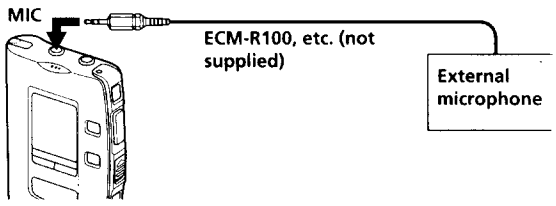
Note

The added message will be recorded in the same recording mode (SP or LP; see page 35) as the original message, regardless of the current recording mode setting.

Recording with an External Microphon or Other Equipment

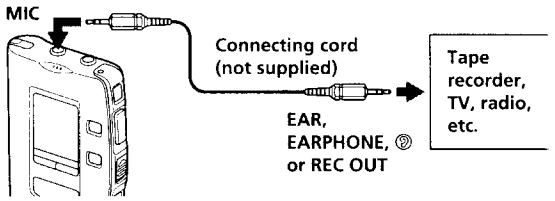
1 Connect a plug-in-power type microphone or other equipment to the MIC (PLUG IN POWER) jack.

When recording with an external microphone



When you connect an external microphone, the built-in microphone is automally cut off. When a plug in power type microphone is connected, power is automatically supplied to the microphone from the IC recorde

When recording from other equipment



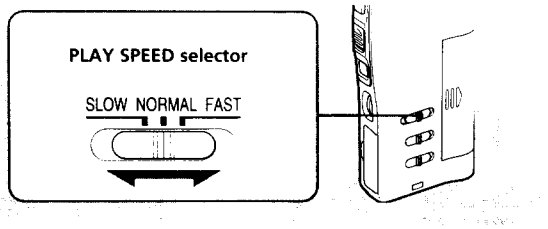
2 Follow the steps in "Recording messages" on page 10 to record messages.

Notes

- Make sure that the plugs are connected securely.
- We recommend you make a trial recording to check the connections and volume control.
- When connecting equipment other than Sony's, refer to the instruction manual of the equipment.

Adjusting the Playback Speed

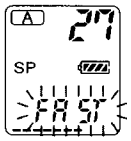
You can adjust the speed of the playback with the use of the PLAY SPEED selector on the rear of the unit.



To play back rapidly

Set PLAY SPEED to FAST.

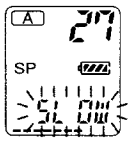
When playback starts, "FAST" will flash three times in the display window and the messages will be played back about 30% (in LP mode, or 20% in SP mode) faster than normal.



To play back slowly

Set PLAY SPEED to SLOW.

When playback starts, "SLOW" will flash three times in the display window and the messages will be played back about 15% slower than normal.



To play messages with normal speed

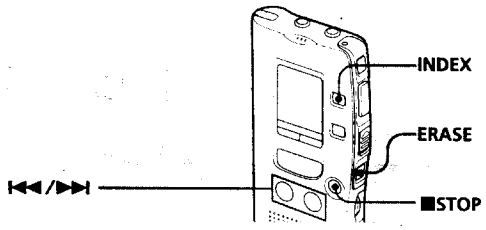
Set PLAY SPEED to NORMAL.

☞ Tip

You can change the playback speed during playback.

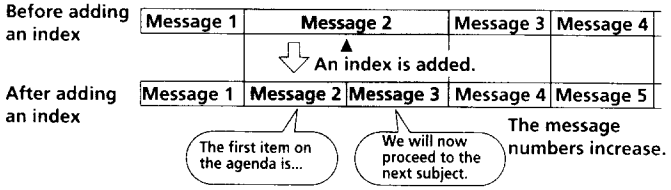
Dividing a Message into Two/ Combining Messages — Index Function

You can divide a message by adding an index, or combine messages by erasing the index.
While recording/playing back messages, you can add an index (see below). In stop mode, you can erase the index (see page 26).



Dividing a Message by Adding an Index

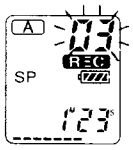
You can add an index to a message during recording or playback.
By dividing a message, you can easily find the point you want to play back when you make a long recording such as a meeting.
When you add an index, The message numbers will increase as follows.

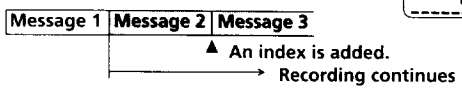


To mark an index during recording

While recording a message, press INDEX at the point you want to divide.

The new message number flashes three times at the point you pressed INDEX. The message will be divided in two messages; however, the messages will be recorded without a break.





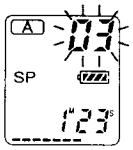
☞ Tip

You can add an index during recording pause (page 11).

To add an index during playback

While playing back a message, press INDEX at the point you want to divide.

The message is divided in two and the new message number flashes three times. An index mark is added and the following index numbers will increase by one.



☞ Tip

You can add an index after you have paused playback with ❚❚PAUSE (page 16).

To play the message you marked with an index

Press ⏮ or ⏭ to display the message number as the divided messages each have message numbers.

To play the divided messages continuously

Select "ON" for "CONT" as described in "Playing Back All Messages in a File Continuously" on page 38.

Note

If 99 messages have been recorded in a file, you cannot add an index. In that case, reduce the number of messages to 98 or less by erasing unnecessary messages or by moving some of the messages to another file (see page 27) before adding an index.

Continued

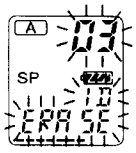
Combining messages by erasing the index

You can combine two messages into one by erasing the index.

Message 1	Message 2	Message 3	Message 4	Message 5
	⇩	▲ An index is erased.		
Message 1	Message 2		Message 3	Message 4

The message numbers decrease.

In stop mode, follow the steps below:



1. Press ⏮ or ⏭ to display the number of the second of the two messages you want to combine.
2. While pressing ERASE, press INDEX for more than 1 second.
   "ID ERASE" will flash for 10 seconds.
3. Press ERASE while the display is flashing.
   The two messages are combined into one and the messages will be renumbered as in the illustration above.

To cancel erasing

Press ■STOP before step 3.

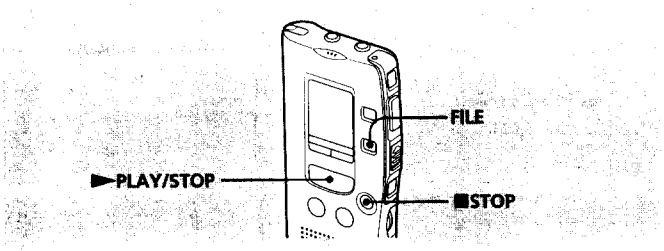
Notes on adding/erasing index

When recording with an IC recorder, the following symptoms may occur because of the limitation of the system, however, they are not malfunction.

- If you add/erase indexes frequently, the unit may become unable to add/erase indexes.
- You cannot add an index in the first or the last 1 second (2 seconds in LP mode) of a message.

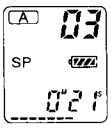
Moving Messages to a Different File—Move Function

You can move the recorded messages to another file (i.e. from File A to B, or from File B to A).

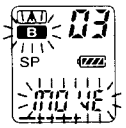


Example: Moving Message 3 in File A to File B

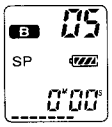
1 Play back the message you want to move.



2 While playing back the message, press FILE to flash the indication of the file to which you want to move the message (B in this case). The first and last 5 seconds of the message will be played back 10 times, while the file indication and "MOVE" flash.



3 Press ►PLAY/STOP.



(Example: when File B had 4 messages)

To cancel moving the message(s)

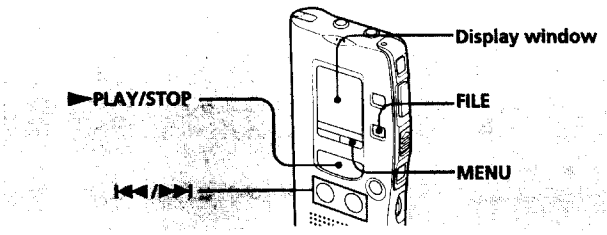
Press ■STOP before step 3.

Note

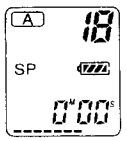
The move function does not duplicate a message in another file. When you move a message to another file, the one in the previous file will be deleted.

Playing Back a Message at a Desired Time with an Alarm

You can sound an alarm and start playback of a selected message at a desired time.



1 **Use FILE and I◄◄/►►I to select the file and the message you want to play back.**



2 **Enter the alarm setting mode.**

① **Press MENU.**

The unit enters the menu mode and "ALARM OFF" will be displayed. (If "ALARM ON" is displayed, the alarm has been set. If you do not wish to change the setting, press MENU and exit the menu mode.)

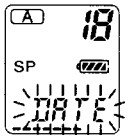
Note

"ALARM OFF (or ON)" will not appear and the alarm cannot be set if the clock has not been set or no message has been recorded in the selected file.

② **Press ►PLAY/STOP.**
"OFF" starts to flash.

③ **Press I◄◄ or ►►I to flash "ON".**

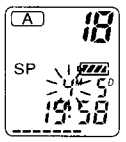
④ **Press ►PLAY/STOP.**
"DATE" will flash in the display window.



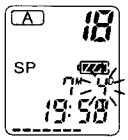
3 Set the alarm date.

• to play back on a desired date
(the message will be played back at the same time on the same date every year until you erase the message)

① **Press ►PLAY/STOP while "DATE" is flashing.**
The month digits will flash.



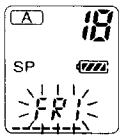
② **Press I◄◄ or ►►I to select the month digits and press ►PLAY/STOP.**
The day digits will flash.



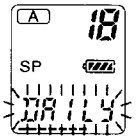
③ **Press I◄◄ or ►►I to select the day digits.**

Continued

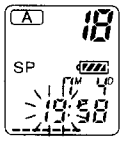
- **to play back once a week**
  Press ⏮ or ⏭ to select the day of the week.



- **to play back at the same time every day**
  Press ⏮ or ⏭ to select "DAILY".

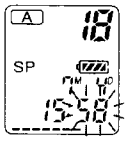


4 **Press ▶PLAY/STOP.**
The hour digits will flash.



5 **Set the alarm time.**

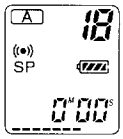
① **Press ⏮ or ⏭ to select the hour digits and press ▶PLAY/STOP.**
The minute digits will flash.



② **Press ⏮ or ⏭ to select the minute digits and press ▶PLAY/STOP.**

"ALARM ON" and "((•))" will be displayed to indicate that the setting has been completed.

6 **Press MENU to exit the menu mode.**



"((•))" is displayed when the number of the message with alarm setting is selected.
At the set time, the alarm will sound for about 10 seconds and the selected message will be played back.
During playback, "ALARM" will flash in the display window.
When the playback ends, the unit will stop automatically at the beginning of that message.

To listen to the same message again

Press ►PLAY/STOP. The same message will be played back from the beginning.

To cancel the alarm setting before the playback starts

Press ■STOP while the alarm sound is heard. You can stop even when the HOLD function is activated.

Notes

- You cannot set the alarm if you have not set the clock or there is no message in the selected file (the unit will not enter the alarm setting mode when you press MENU in Step 2 on page 28).
- If you try to set the alarm to play back a message at a previously set time on another message, "PRE SET" will be displayed, preventing new settings.
- If the alarm time comes while another message is being played back with an alarm, the playback stops and the new message will be played back.
- If the alarm time comes during recording, alarm will sound for 10 seconds after the recording is finished and playback begins. "((•))" will flash when the alarm time comes.
- If more than one alarm time comes during recording, only the first message will be played back.
- When the alarm time comes when the unit is in the menu mode, alarm will sound and the menu mode will be cancelled.
- If you erase the message you set the alarm to play back, the alarm setting will be cancelled.
- If you add an index to the message you set the alarm to play back, playback will stop at the index.
- If you erase the index on the message you set the alarm to play back, the alarm setting will be cancelled.
- You can adjust the playback volume with the VOL control.

Continued

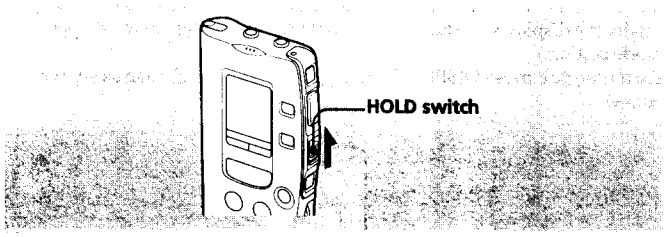
Playing Back a Message at a Desired Time with an Alarm (continued)

- If the alarm time comes during erasing, alarm will sound for 10 seconds after the erasing is finished and playback begins.
- Alarm setting will not be cancelled when the alarm playback finishes. To cancel alarm setting, see below.

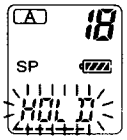
To cancel the alarm setting or change the alarm time

1 Select the message you set the alarm to play back, and press MENU. "ALARM ON" will be displayed.
2 Press ►PLAY/STOP to flash "ON".
3 **To cancel the alarm setting:** Press I◄◄ or ►►I to flash "OFF" and press ►PLAY/STOP.
To change the alarm date and time: Press ►PLAY/STOP. When the alarm date is displayed, follow the steps 3 to 5 on pages 29 and 30 to change the alarm date and time.
4 Press MENU to exit the menu mode.

Preventing Accidental Operation — HOLD function



Slide the HOLD switch in the direction of the arrow. "HOLD" will flash three times, indicating that all the functions of the buttons are locked.



To cancel the HOLD function, simply slide the HOLD switch in the opposite direction.

Note

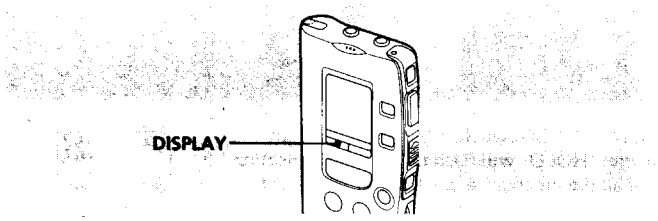
When the HOLD function is activated during recording, cancel the HOLD function first to stop recording.

Tip

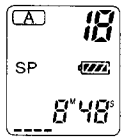
Even if the HOLD function is activated, you can stop the alarm playback. To stop the alarm or playback, press ■STOP.

Selecting the Display Mode

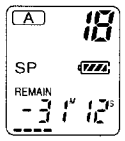
You can select the display mode for the stop, recording and playback modes. (If the unit is left unoperated for more than 3 seconds in the stop mode, the display will show the current time, regardless of the display mode setting.)
Each time you press DISPLAY, the display mode will change as shown below:



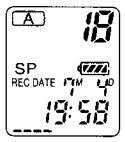
Counter:
Elapsed playback/ recording time in one message



Remaining recording time*:



Recorded date:**
The date and time the current message was recorded.



* The remaining recording time indication varies according to the recording mode setting (SP or LP).
**If the clock has not been set, "-M--D--:--" will be displayed.

Selecting the Recording Mode

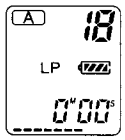
SP: You can make up to 64 minutes of recording with better sound.
LP: You can make up to 150 minutes of recording.

1 **Press MENU to enter the menu mode.**

2 **Press ⏮ or ⏭ to display "MODE" and press ▶PLAY/STOP.**
"SP (or LP)" will flash.

3 **Presse ⏮ or ⏭ to select "SP" or "LP" and press ▶PLAY/STOP.**
Now the setting is completed.

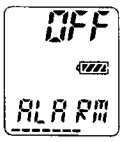
4 **Press MENU to exit the menu mode.**



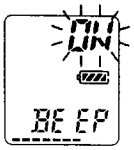
Turning off the Beep Sound

BEEP ON: A beep will sound to indicate that operation has been accepted.
BEEP OFF: No beep sound will be heard except for the alarm and timer.

1 **Press MENU to enter the menu mode.**

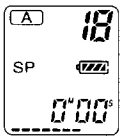


2 **Press ⏮ or ⏭ to display "BEEP ON (or OFF)" and press ▶PLAY/STOP.**
"ON (or OFF)" will flash.



3 **Press ⏮ or ⏭ to select "ON" or "OFF" and press ▶PLAY/STOP.**
The setting is completed.

4 **Press MENU to exit the menu mode.**



What beep sound means

Beep patterns		Meaning
-	(single tone)	Usual mode
--	(double tone)	Enter/exit special mode
---	(triple tone)	Notice*
---- ----	(continuous beep)	Alarm set time has come.

* This pattern lets you know the procedure is wrong or informs you of some messages, such as:
- you are trying to record a message when you have already recorded up to the maximum recordable time or the maximum number of messages.
- the unit has stopped functioning due to lack of battery power.

Playing Back All Messages in a File Continuously

CONT ON: You can play back all messages in a file continuously.
CONT OFF: Playback stops at the end of each message.

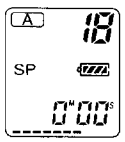
1 **Press MENU to enter the menu mode.**

2 **Press ⏮ or ⏭ to display "CONT" and press ►PLAY/STOP.**
"OFF (or ON)" will flash.

3 **Press ⏮ or ⏭ to select "ON" or "OFF" and press ►PLAY/STOP.**

Now the setting is completed.

4 **Press MENU to exit the menu mode.**



Precautions

On power
- Operate the unit only on 3 V DC. Use two size AAA (LR03) alkaline batteries.

On safety
- Do not operate the unit while driving, cycling or operating any motorized vehicle.

On handling
- Do not leave the unit in a location near heat sources, or in a place subject to direct sunlight, excessive dust or mechanical shock.
- Should any solid object or liquid fall into the unit, remove the batteries and have the unit checked by qualified personnel before operating it any further.

On noise
- Noise may be heard when the unit is placed near an AC power source, a fluorescent lamp or a mobile phone during recording or playback.
- Noise may be recorded when an object, such as your finger, etc., rubs or scratches the unit during recording.

On maintenance
- To clean the exterior, use a soft cloth slightly moistened in water. Do not use alcohol, benzine or thinner.

Keep personal credit cards using magnetic coding or spring-wound watches, etc., away from the unit to prevent possible damage from the magnet used in the speaker.

If you have any questions or problems concerning your unit, please consult your nearest Sony dealer.

Backup recommendations
To avoid potential risk of data loss caused by accidental operation or malfunction of the IC recorder, we recommend that you save a backup copy of your recorded messages on a tape recorder or to a computer, etc.
For ICD-R100PC, you can transfer and save the messages in the IC recorder to your computer using the supplied ICD-PCLINK Software.

Troubleshooting

Should any problem persist after you have made these checks, consult your nearest Sony dealer.

Symptom	Remedy
The unit does not operate.	•The batteries have been inserted with incorrect polarity. •The batteries are weak. •The buttons are locked with the HOLD switch. (If you press any button, "HOLD" will flash three times.
No sound comes from the speaker.	•The earphone or headphones are plugged in. •The volume is turned down completely.
"END" is displayed and you cannot start recording.	•The memory is full. Erase some of the messages. See page 18. •99 messages has been recorded in the selected file. Select another file or erase some of the messages. See page 18.
Noise is heard.	•An object, such as your finger, etc., accidentally rubbed or scratched the unit during recording so that noise was recorded. •The unit was placed near an AC power source, a fluorescent lamp or a mobile phone during recording or playback. •Plug of the connected microphone was dirty when recording. Clean the plug. •Earphone/headphones plug is dirty. Clean the plug.
Recording level is low.	•The MIC SENS selector is set to "L". Set it to "H" (see page 12).
Recording is interrupted.	•The advanced VOR function (page 20) is activated. Set the VOR selector to OFF.
Recording level is unstable (when recording music, etc.)	•This unit is designed to automatically adjust the recording level when recording meetings, etc., and is not suitable for music recording.
Playback speed is too fast or too slow.	•Set the PLAY SPEED selector to "NORMAL." See page 23.

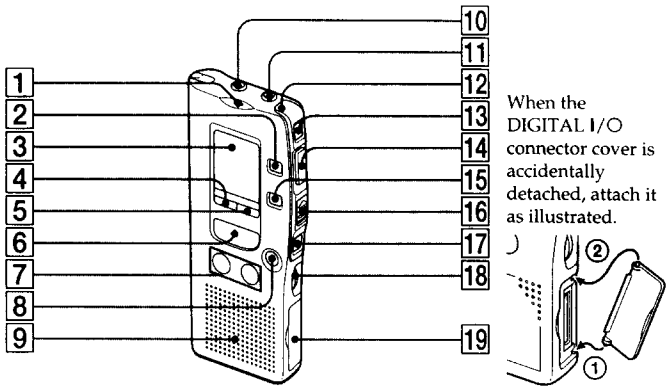
Symptom	Remedy
"-M--D --:--" is displayed.	•You have not set the clock (see page 8).
"-M--D --:--" is displayed on the REC DATE display.	•The date of recording will not be displayed if you recorded the message when the clock was not set.
You cannot add an index while recording/playing a message.	•If you add indexes frequently, the unit may become unable to add indexes. •You cannot add an index in the first or the last 1 second (2 seconds in LP mode) of a message.
You cannot erase the index.	•If you erase indexes frequently, the unit may become unable to erase indexes.
You cannot record messages up to the maximum recording time (64 minutes in SP mode and 150 minutes in LP mode).	•No more recording can be made when 99 messages each have been recorded in both A and B files. •If you record messages in a mixture of SP and LP modes, the recordable time varies from 64 to 150 minutes •Due to the limitation of the IC recording system, this unit records in the minimum recording unit of approx. 4 seconds in SP mode (approx. 10 seconds in LP mode). If the length of each message cannot be divided by the minimum recording unit, the remaining recording time may decrease by more than the total length of the messages. See page 13.
The unit does not operate correctly.	•Take out the battery and insert it again.
The unit cannot be connected to your personal computer.	•Only the ICD-R100PC can be connected to the presonal computer using the supplied ICD-PCLINK Software and connecting cable. For details, see the instruction manual of the "ICD-PCLINK Software". •ICKIT-W1 cannot be used with this unit.

Please note that recorded messages may be erased during service or repair work.

Index to Parts and Controls

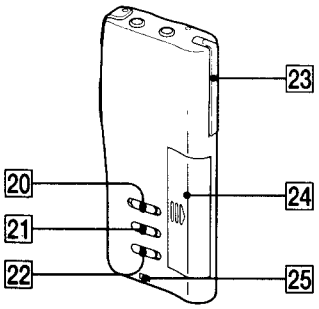
Refer to the pages indicated in parentheses for details.

Main unit



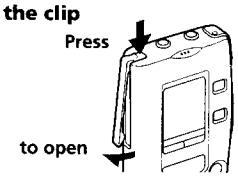
1 MIC (built-in microphone) (10)
2 INDEX button (24)
3 Display window (44)
4 DISPLAY button(34)
5 MENU button (8, 28, 35~38)
6 ►PLAY/STOP•EXECUTE (play/stop•enter) button (8, 15, 29, 35~38)
7 ⏮REVIEW/⏭CUE (fast backward, review/fast forward, cue•selection of menu mode) button (8, 14, 28, 35~38)
8 ■ STOP button (11, 16)
9 Speaker
10 MIC (PLUG IN POWER) jack (22)
11 EAR (earphone) jack (12, 15)
12 OPR (operation) indicator(10, 15)
13 ❚❚ PAUSE button(11, 16)
14 ●REC (record) /STOP button(10, 21)
15 FILE button (10, 14)
16 HOLD switch(33)
17 ERASE button (18)
18 VOL (volume) control(15)
19 DIGITAL I/O connector for PC connecting kit (supplied with ICD-R100PC only)

Rear



20 PLAY SPEED selector (23)
21 MIC SENS (microphone sensitivity) selector (12)
22 VOR selector (20)
23 Clip*
24 Battery compartment (6)
25 Hook for handstrap (not supplied)

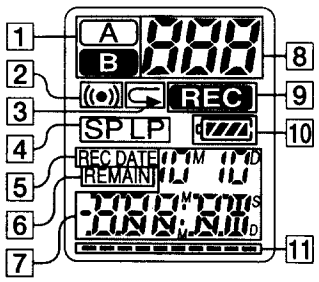
Using the clip



Notes

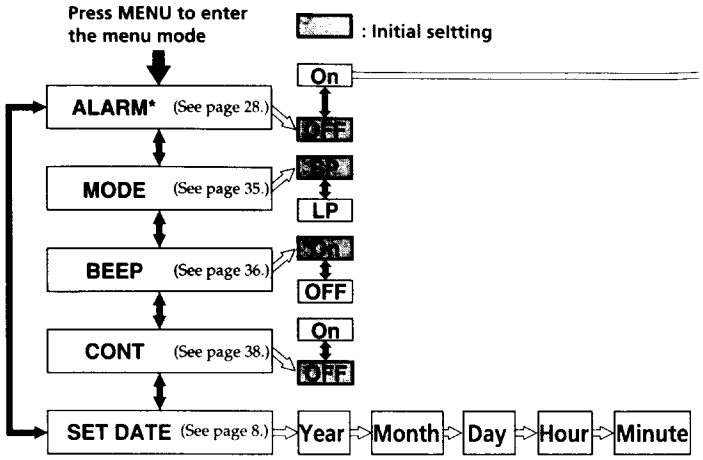
- To prevent the clip from breaking, avoid hooking it on thick fabric, such as a pocket of a heavy coat.
- When bending down or running with the unit clipped on your pocket, be careful not to drop the unit.

Display window



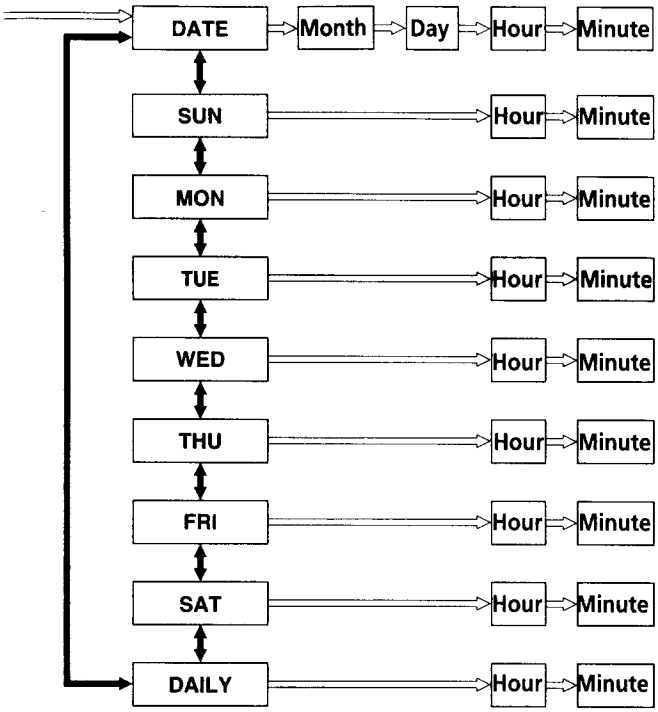
1 File indication (10, 14)
2 Alarm indicator (31)
3 Repeat play indicator (17)
4 Recording mode indication (35)
5 REC DATE (recorded date) indication (34)
6 REMAIN indicator (34)
7 Counter /Remaining time indication /Recording date indication /Current time indication (15:30, etc.) (34)/ Menu indication (ALARM, BEEP, etc.) /Messages (ERASE, HOLD, etc.)
8 Selected file number (10, 14)/Total number of messages in a file (34)/Mode indication of the menu (ON, OFF, etc.) (8, 28, 35, 36, 38)
9 REC (recording) indicator (10)
10 Remaining battery indicator (7)
11 Remaining memory indicator (13)

Menu map



⇨: Press ►PLAY/STOP to go to the next step.
↔: Press ⏮ or ⏭ to select.

* The "ALARM" display will not appear if you have not set the date and time or if there is no recorded message.


DATE
Month
Day
Hour
Minute
SUN
Hour
Minute
MON
Hour
Minute
TUE
Hour
Minute
WED
Hour
Minute
THU
Hour
Minute
FRI
Hour
Minute
SAT
Hour
Minute
DAILY
Hour
Minute

Index

A
Accidental operation 33
Advanced VOR 20
Alarm 28

B
Battery 6
Beep 36
Built-in microphone 10

C
Clock setting 8
Connecting external microphone 22
Connecting other equipment 22
Connecting personal computer .. 43
Continuous playback 38
Counter display 34
Cue 16

D
Display window 43
Display mode 34

E
Erase, index 26
Erase, messages 18
External microphone 22

F, G
Fast forward 16
Fast backward 16
File 14

H
Hold 33

I
IC memory 4
Index 24

J, K, L
LP mode 35

M, N, O
Menu 8, 28, 35, 36, 38, 44
Message, recording 10
Message, playing back 14
Message, erasing 18
Message number 14, 21, 24
Microphone, built-in 10
Microphone, external 22
Microphone, connecting 22
Microphone sensitivity 12
Move 27

P, Q
PC connecting kit 43
Play back continuously 38
Playback 14
Playback Pause function 16
Playback speed 23
Plug in power 22

R
Recorded date 34
Recording 10
Recording mode 35
Remaining memory 13
Remaining time 34
Repeat play 17
Review 16

S, T, U
Scanning play 17
SP mode. 35

V, W, X, Y, Z
Volume control 15
VOR 20

Specifications

Recording media	Built-in flash memory, Monaural recording
Recording time	SP: 64 minutes LP: 150 minutes
Frequency response	SP: 280 Hz - 4,800 Hz LP: 240 Hz - 2,800 Hz
Speaker	approx. 2.8 cm (1 1/8 in.)dia.
Power output	110 mW
Input/Output	•Earphone jack (minijack) for 8 - 300 ohms earphone/headphones •Microphone jack (minijack, monaural) Plug in power Minimum input level 0.5 mV 3 kilohms or lower impedance microphone • Digital I/O connector (15-pin)
Playback speed control	LP mode: FAST +30% SLOW −15% SP mode: FAST +20% SLOW −15%
Power requirements	Two size AAA (LR03) alkaline batteries: 3 V DC
Dimensions (w/h/d) (not incl. projecting parts and controls)	44.4 × 100.5 × 12.5 mm (1 3/4 × 4 1/4 × 1/2 in.)
Mass (incl. batteries)	68 g (1.6 oz)
Supplied accessories	Size AAA (LR03) alkaline battery × 2 Carrying case × 1 Connecting cable × 1 (ICD-R100PC only) Floppy disk × 3 (ICD-R100PC only) Registration card × 1 (ICD-R100PC only)
Optional accessories	Electret Condenser Microphone ECM-R100 Active speakers SRS-T1

Your dealer may not handle some of the above listed optional accessories. Please ask the dealer for detailed information.

Design and specifications are subject to change without notice.

SONY

3-220-787-14 (1)

Memory Stick Voice Editor

Guide for Voice Recognition

Before you begin

This manual explains how you can use the Sony Memory Stick Voice Editor software and the IC recorder together with Dragon NaturallySpeaking® speech-recognition software (not supplied).
For information on using the IC recorder or Memory Stick Voice Editor, refer to the operating instructions supplied with the IC recorder.
For information on using Dragon NaturallySpeaking, refer to the documentation supplied with the software.

Notes

- You can use this feature only if you have Dragon NaturallySpeaking version 4.0 (or higher) Preferred or Professional Edition (not supplied) installed on your computer.
- To install Dragon NaturallySpeaking, your computer and system software must meet the system requirements specified on the product package(s).

Dragon Systems, L&H, and NaturallySpeaking are registered trademarks of L&H in the United States and/or other countries.

What you can do with Dragon NaturallySpeaking together with Memory Stick Voice Editor

With Dragon NaturallySpeaking version 4.0 (or higher) Preferred or Professional Edition (not supplied) installed on your computer, you can use the Memory Stick Voice Editor to transfer the messages recorded on the "Memory Stick" onto your computer's hard disk and then link it to Dragon NaturallySpeaking software to transcribe the messages.

Note

Only MSV files of messages recorded in SP mode can be transcribed.

Getting Started 1: Updating Dragon NaturallySpeaking

If you have Dragon NaturallySpeaking version 4.x, you must update it to work with Memory Stick Voice Editor.
Open the [For Dragon] folder on the Memory Stick Voice Editor CD-ROM and double-click [Ns40 updt.exe].
After the update program starts up, follow the instructions on the screen.

Getting Started 2: Creating a user file adapted to your recorded speech (Training Dragon NaturallySpeaking)

What is "Training"?

Before you can transcribe recorded messages using Dragon NaturallySpeaking, you need to create a user file specifically adapted to the sound of your recorded speech. This procedure is called "training".

Sony Corporation © 2000 Printed in Japan

When training is complete, Dragon NaturallySpeaking creates a user speech file containing information about your recorded speech.
Follow the procedure on the reverse side to proceed with the training.

Tips

- Refer to the printed documentation or the online Help supplied with Dragon NaturallySpeaking, as some parts of training are the same as those used for dictating directly to the computer using a headset microphone.
- Even if you have already created a user speech file with a headset microphone, you should create a separate speech file for the IC recorder to get better recognition accuracy.

Tips on using the IC recorder

When transcribing the messages recorded using the IC recorder, the following tips will help you obtain maximum recognition accuracy.
For details on the IC recorder operation, refer to the operating instructions supplied with the IC recorder.

- Set the recording mode on the IC recorder to SP.
  Messages recorded in the LP mode cannot be transcribed.
- Set the microphone sensitivity (MIC SENS selector) to L(low).
- Hold the IC recorder so that the microphone is about an inch (2 - 3cm) from the corner of your mouth, not directly in front of it. This minimizes the sound of your breath in the recordings, enabling maximum recognition accuracy.

Note

Avoid recording in a noisy place, such as on a subway platform, in order to obtain maximum recognition accuracy.

Training

The entire training process takes about one to two hours to complete. You may pause or take breaks at any time.

Note

If you have already started Memory Stick Voice Editor, quit the program first.

If you have Dragon NaturallySpeaking other than Ver. 5.0

For details on the training procedure, go to the web site at:
http://www.sel.sony.com /SEL/service/msve12up.shtml/

If you have Dragon NaturallySpeaking Ver. 5.0 (English)

Follow the procedure below.

1 Start the Dragon NaturallySpeaking software.

The [New User Wizard] window appears.
If you have already trained a "user", the Dragon NaturallySpeaking starts with that user. In this case, select [NaturallySpeaking]–[Advanced]–[Manage Users].
(If you have more than two trained users, the [Manage Users] dialog box opens instead. Click [New].)

Continued on reverse side

Continued from the reverse side

2 Follow the instructions on the screen.
On the [Create User] window, specify [Sony Memory Stick IC recorder ICD-MS1] for the [Dictation source] option.

3 Follow the instructions on the screen to display the text to read for training.
If you have a printer, you can print the text for training.

4 Read the displayed text to record using the IC recorder.

Notes
- Be sure to set the recording mode of the IC recorder to SP. Messages recorded in the LP mode cannot be transcribed.
- Set the microphone sensitivity to L (low).
- For maximum accuracy, see "Tips on using the IC recorder" on the reverse side.

Tip
If you make a mistake while reading or skipped a word or a line, continue reading the rest of the text. You do not need to repeat recording or correct the recorded speech.

5 When you have finished reading, close the displayed text.

6 Remove the "Memory Stick" from the IC recorder and connect it to your computer.

7 Click [Next] on the [New User Wizard].
The [Transferring recorded speech] screen is displayed.

8 Click [Memory Stick Voice Editor].
The Memory Stick Voice Editor software starts.

9 Click to select the message you recorded for training.

10 Click (Voice Recognition) on the tool bar, or select [Voice Recognition] from the [File] menu.

11 Follow the instructions on the screen.
Dragon NaturallySpeaking starts adapting your user file to the sound of your recorded speech.
The procedure normally takes between 20 minutes to one hour, though in some cases it may take longer.

Transcribing the recorded messages

Note
Make sure you have finished the Dragon NaturallySpeaking "training" process and created a user speech file before proceeding to the following steps.

1 Record the message you want to transcribe using the IC recorder.

Notes
- Be sure to set the recording mode of the IC recorder to SP. Messages recorded in the LP mode cannot be transcribed.
- Set the microphone sensitivity to L (low).
- For maximum accuracy, see "Tips on using the IC recorder" on the reverse side.

2 Remove the "Memory Stick" from the IC recorder and connect it to your computer.

3 Start the Memory Stick Voice Editor software.

4 Select the message you want to transcribe.

5 Click (Voice Recognition) on the tool bar, or select [Voice Recognition] from the [File] menu.
The [Transcription Options] window appears.
If you have not previously started Dragon NaturallySpeaking, the program starts automatically.

6 Click [Transcribe].
Transcription of the selected message starts.
When the transcription is complete, the transcribed text appears in the Dragon NaturallySpeaking window.

Notes
- Do not turn the Dragon NaturallySpeaking microphone on or off until transcription is complete.
- During transcription, you must allow Dragon NaturallySpeaking to remain as the active window. Do not use other applications until transcription is complete.
- Do not input on the keyboards until transcription is complete.